

**DIVISION OF MR-DD
MANAGEMENT ADVISORY TEAM
(MAT) PROGRESS**

MAT	Charge	Mtg. Dates	Status/Product	Outcome/ Timeframe
Autism MAT Jeff Grosvenor	To review the various aspects of autism services in Missouri and develop recommendations to enhance the current system and to maximize funding for services and supports, including utilization rates.	Meet on a bi-monthly basis	Recommendations given to Division Director in February, 2003.	Completed
Behavioral Screening MAT Donna Thompson	Interdivisional MAT responsible for developing a behavioral screening protocol which includes follow-up action and supports.	Meet on an as-needed basis	Finalized the behavior screening inventory, instruction sheet and operational definitions. Finalized the behavior consult forms as follow-up to screening inventory. Developed a database to record results of behavior inventory screenings and behavior consult request. Working with the Injury and Medication Error MAT to adapt the incident reporting form to include categories represented on the behavioral screening inventory and a section for service coordinators to record follow-up action. This is recommended in lieu of annual behavior screenings.	Completed Piloted the behavior screening inventory statewide May 31-July 20, 2001. Followed up on 200 behavior inventories identified as lacking follow-up documentation August-September, 2001.
Caseload MAT Richard Strecker, Co-Chair Todd Wood, Co-Chair	Study statewide caseload distribution and advise Division of MRDD on such matters. Review current policies and procedures on caseload distribution and size and make recommendations to Division Director on these issues.	Meet every 1-2 months	First meeting held November, 2003.	

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Crisis Intervention MAT Bill Edmonds	To review the issue of staff/client safety in regard to Mandt and NCI. To review other systems of crisis intervention which provide safer and, thus, enhanced workplaces in the Habilitation Centers and community placements.	July 8 th , 2003 October 2, 2003	Make a recommendation to the Division Director as soon as possible. We have divided the group in half to develop curriculum on philosophy and avoiding physical contact and safe techniques to use if physical contact is unavoidable.	Completed Close to completion.
Eligibility Determination MAT Susan Pritchard-Green	Review eligibility criteria for MRDD services.	Meet on an as-needed basis	The final report has been completed and submitted to MRDD along with team recommendations.	Completed
Habilitation Center Peer Review MAT (to be announced)	Develop a peer review protocol for all habilitation centers of areas needing improvement and identification of best practices.	Met monthly in 2002	Product developed. Initial review completed at Bellefontaine Habilitation Center in January, 2003. Rest of visits will occur in FY '04, due to budget constraints.	Ongoing
Incident and Injury Reporting MAT (CIMOR) (to be announced)	Interdepartmental MAT responsible for developing a consistent method for reporting, analyzing and trending data injuries and medication errors.	Meet on an as-needed basis	Approved changes to the enhancements to the iITS database.	Completed
MRDD Contracts MAT (to be announced)	Recommendations on changes to Division of MRDD contracts.	Met monthly until November, 2002	Latest revision dated 11/15/03 emailed to executive staff and regional center directors for final review. Will be presented to Dr. Deaton by March 31.	Ongoing
Olmstead Compliance MAT Kay Green	To develop strategies in Missouri which are consistent with the Olmstead decision.	Meet on an as-needed basis		Ongoing

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Personnel MAT (to be announced)	Develop a Division of MRDD Personnel Procedures Manual.	Met monthly in 2002	First draft completed and reviewed. Additional information being submitted for inclusion.	Ongoing
Prior Authorization/ Utilization Review MAT Kent Stalder, Co-Chair Peg Capo, Co-Chair	To ensure consistent policies and procedures around service authorization and utilization.	Meet on an as- needed basis	UR process implemented in all RC's. Training completed. Will review after one year of use. New UR MAT has begun review of the UR process. Meetings Nov. 2003 – June 2004.	Completed
Provider MAT Jeff Grosvenor/Roger Garlich	Opportunity for the Director of MRDD to receive input from providers regarding short-term and long-term public policy, practices, program development, and budget issues.	Meet on a regular basis	Rates and Quality Assurance subcommittees formed and working on projects.	Ongoing
Quality MAT Donna Haley	To promote a partnership among self-advocates, families, providers, and Division staff regarding Quality Management Systems. To assist and advise the Division to “assure that we listen to the person we are supporting and that we support the person in achieving his or her outcomes.”	Meet quarterly (meetings postponed until after July, 2004)	This MAT is in the process of modifications regarding membership, roles, and responsibilities. It will reconvene during the first quarter of FY '05 with the same charge. The development of this quality management function has been transferred to the new statewide Quality Assurance/Training Team.	Ongoing

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QA/QI MAT (Safeguard) Donna Haley	To establish a Quality Assurance system which is customer focused and ensures statewide consistency.	Meet monthly and as needed.	This MAT was discontinued after establishing Safeguard and its design ("The House"). The Division's newly created statewide Quality Assurance/Training Team will lead the completion of the policies and standardized procedures for each specific quality function. This new Team will also continue the work to create the statewide database for the integration of all the quality functions.	Discontinued.
Senate Bill 40 Communication MAT Julia Kaufmann & Ann Graff	Develop strategies to improve cooperation and communication between SB40 agencies and MRDD.	Meet on an as-needed basis	MOU between Division and MACDDS signed by Dr. Deaton and Ann Graff, President of MACDDS. A six-month progress report will be developed by the co-chairs and presented to Dr. Deaton for her review. No further meetings are scheduled.	Completed
Service Coordinator (Policy/Procedure) Manual MAT Linda Bowers & Jan Moldenhauer	To develop a statewide manual for use by service coordinators that not only outlines specific job functions but includes policies and procedures for reference and guidance.	Meet on an as-needed basis	SC Manual completed and sent to RC's. RC's are to train all Service Coordinators. In the process of updating manual.	Initial work complete. As changes are proposed, MAT will review.

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Steering Committee for System Breakthrough and Excellence Joann Noll and Bob Story	To make recommendations on a system that will address the needs of today's consumer, as well as a plan for 5-10 years from now.	11/02; 4/03	Focus Groups just completed work and Work Groups are developing recommendations to bring to the Steering Committee. The draft report was open for public comment through 11-30-03.	Review responses for impact on SBE draft report.
Training MAT Donna Haley	Training MAT is being restructured and is comprised of members relevant to specific topic. Currently developing trainings on: <ul style="list-style-type: none"> ▪ Supervision Training ▪ Personal Plan/Case Reviews-Audits ▪ Quality Management Functions ▪ Documentation related to Service Monitoring 	Meet on an as-needed basis.	New projects in the future are: <ul style="list-style-type: none"> ▪ Utilization Review (when UR MAT completes revisions) ▪ Habilitation Center policy and evaluation tool ▪ Quality Management functions ▪ Community Support Network training 	
Waiting List MAT Kent Stalder and Wendy Buehler	To develop a plan to address the Division of MRDD waiting lists.	Meet on an as-needed basis	Draft plan to Division.	Plan due by September 1, 2003 to Div. Dir. Plan due by Nov. 1, 2003 to Governor
Waiver Restructure MAT Kay Green	Discuss the structure of the two Medicaid Home and Community Based Waivers that the division operates and for the MAT to make recommendations to Dr. Deaton regarding changes that would improve the waivers or restructure the waivers so that we maximize the number of individuals who can be served with annual appropriations.	Meet on an as-needed basis	Recommendations finalized and submitted to Division. Division submitted request for a third capped waiver (called Consumer Support Waiver) per recommendation of MAT.	Complete